Results Reporting Analyst

A. Introduction

The Millennium Challenge Corporation (MCC) is a United States government-owned corporation responsible for the stewardship of the Millennium Challenge Account (MCA). MCC works with developing countries to promote sustainable economic growth to reduce poverty. As part of the due diligence of each country's proposal, MCC conducts cost-benefit analysis to assess the proposed projects' likely economic impact and cost-effectiveness and estimate the share of the population who may benefit from the program. After a Compact is signed, the Department of Compact Implementation, focusing on results during implementation, is responsible among other things to monitor the economic impact of Compact interventions on household income and poverty reduction.

B. Scope of Work

The Monitoring, Evaluation, and Economics Division of MCC's Department of Compact Implementation is seeking a recent college graduate on a consultancy basis to support the results reporting function of the division by carrying out data entry, report lay out and production, web site support, basic data analysis, and database management functions.

C. Tasks

Duties will include (but are not limited to) the following:

- In conjunction with sector and front-office staff, collect, manage, package and disseminate pre-identified program data by country and sector on a quarterly basis, with a particular emphasis on ensuring data quality and consistency within and across country datasets.
- Perform quarterly updates to the M&E pages of MCC's external website. This includes:
  - Maintaining an excel database of key performance indicators (KPI) for each country in implementation; updating it each quarter (data entry and quality control) after data are reported to MCC by each country; generating KPI tables for each country for upload to the web.
  - Making content (both data and text) and other updates to the website on a quarterly basis, including cross-country summary statistics and financial information updates.
  - Assisting with copy editing, fact-checking, and quality control for both data and text content for the website.
  - Conducting regular text and data quality reviews of the website to identify any fixes needed.
  - Managing and completing any ad-hoc changes or updates to country or other information on the site, and overseeing and maintaining a system for ad-hoc change requests.
- Quarterly entry of data reported by all countries implementing MCC compacts into MCC's central management information system (MIDAS); perform necessary quality controls; Resolve any data problems by liaising with M&E lead for that country. Entry of historical data may also be required.
- Input data from countries with newly-approved Monitoring and Evaluation Plans as necessary into the MIDAS system and actively manage their upload process.
- Manage and complete any ad-hoc updates to the MIDAS system.
- Assist with development and implementation of automated reporting features in MIDAS system.

- Perform regular quality checks of country data across different data sources, including MIDAS, website database, and country indicator tables to ensure consistency and accuracy.
- Support and work on additional enhancements to MCC's performance data website, including data visualization and web 2.0 tools, additional data posting and data formatting, and other items as needed.
- Provide research, analysis and presentation support for short-notice results reporting/information requests from Management and external sources (GAO, OMB, Front Office).
- Develop other related materials such as fact sheets and other public communication tools for use on the M&E website or for other external reporting purpose, as well as contribute to reporting tools for management decision support and internal and external management reporting tasks.
- Maintain and manage internal M&E website "The Baseline" (a SharePoint site) and support and work on other knowledge management tasks such as document libraries, collection and dissemination of lessons learned in the practice area, and other tasks as needed.

D. Period and Place of Performance

The consultancy will be for a period of 12 months. The consultant will be based in the MCC's Washington, D.C. offices, and contract administration will be performed by a third party to be determined by the MCC.

E. Evaluation Criteria

1. Technical Capability

- Undergraduate degree.
- Strong capability with Microsoft Excel and Microsoft PowerPoint.
- Familiarity with web design
- Excellent written and oral communication skills, including document editing and layout design and ability to communicate clearly and effectively with staff across the agency
- Strong basic quantitative skills
- Strong fact-checking skills
- Demonstrated ability for attention to detail, data quality, and accuracy of information
- Strong organizational skills
- Interest in/experience with international development
- Consultant must be able to obtain a public trust conducted by the MCC

2. Billing Rates

F. How to Apply

Interested parties should submit by email to recruitment@mcc.gov the following package: 1) Resume, 2) a brief cover letter that addresses the evaluation criteria and provides three professional or academic references, 3) transcript, and 4) Salary history with proposed hourly (billing) rate. Please include "Results Reporting Support" in the subject line of your email.

This announcement will expire on April 30, 2010.